

General Custodial Guidelines

The following guidelines provide a broad overview of routine custodial services and the general frequency of various cleaning tasks. Please note that the schedule and tasks described herein are subject to variation based on daily staffing levels, inclement weather, and emergency calls.

I. RiverPark Campus; and Out Buildings

A. PUBLIC AREAS - ENTRANCES, LOBBIES, AND HALLWAYS

Daily tasks	Weekly Tasks	Monthly Tasks	Intersession/Foyer	As Needed
<ul style="list-style-type: none"> ➤Unlock academic building main entrance doors ➤Walk off mats vacuumed ➤Dust mop, wet mop or auto scrub vinyl or serralzo floors, where applicable. ➤trash cans emptied and liners replaced. ➤Drinking fountains disinfected. ➤Windows and door glass spot cleaned as necessary. 	<ul style="list-style-type: none"> ➤Public area trash cans cleaned. ➤Glass display cases dusted. ➤Carpeted areas vacuumed as needed. 	<ul style="list-style-type: none"> ➤Vents dusted ➤Spot cleaning of walls. ➤Burnish public areas, hallways, and entrances if time/staffing permit. 	<ul style="list-style-type: none"> ➤Floors top scrubbed/stripped and waxed. ➤Walk off mats replaced. 	<ul style="list-style-type: none"> ➤Set up, break down, and clean up after events (customer) ➤Outside public windows and glass cleaned one hour/day on rotational basis when weather and conditions permit.

B. CLASSROOMS, TEACHING LABS, LECTURE Center, LSRB LABS, AND THEATERS

Daily Tasks	Weekly Tasks	Monthly Tasks	Intersession/Foyers	As Needed
<ul style="list-style-type: none"> ➤Empty trash and recycling receptacles, replace liners. ➤White, chalk boards cleaned. ➤Floors dust mopped, wet mopped or vacuumed. ➤Desks straightened. ➤Replace chalk and board erasers as needed. 	<ul style="list-style-type: none"> ➤Desk tops cleaned. ➤Chalk board troughs cleaned. 	<ul style="list-style-type: none"> ➤Dust vents, windowsilld. ➤Spot clean walls. ➤Clean trash cans. 	<ul style="list-style-type: none"> ➤Top scrub/strip/wax/burnish vinyl tile floors. ➤Bonnet buff/extract carpets. ➤Clean door surfaces and jams. ➤Clean windows. 	<ul style="list-style-type: none"> ➤Set up, break down, and clean up after events (customer funding may be required).

C. STAIRWELLS

Daily Tasks	Weekly Tasks	Monthly Tasks	Intersession/Foyers	As Needed
<ul style="list-style-type: none"> ➤Swept if needed. ➤Spot mopped if needed. 	<ul style="list-style-type: none"> ➤Mopped/scrubbed. 	<ul style="list-style-type: none"> ➤Handrails washed, window ledges dusted. 	<ul style="list-style-type: none"> ➤Pressure washed. ➤Stairwell doors cleaned. ➤Landing top scrubbed/stripped/waxedbuffed. 	